



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: November 8, 2013

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SUBJECT: Sponsors Operating in Multiple States in the Summer Food Service Program REISSUED

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The purpose of this memorandum is to provide guidance for Summer Food Service Program (SFSP) sponsors operating sites in multiple States. The memorandum supersedes previous guidance contained in SFSP 04-2012, *Sponsors Operating in Multiple States in the Summer Food Service Program*, October 31, 2011.

### **Multi-State Sponsors**

Organizations may be approved to sponsor SFSP sites located in any State, regardless of whether the sponsor is physically located within the boundaries of the State where the proposed site is located, provided that all eligibility and participation requirements are met.

Program regulations require State agencies to provide training and technical assistance to sponsors operating sites within their States [7 CFR 225.6(a) and 225.7(a)]. Because State agencies must monitor SFSP sites and provide onsite supervisory and technical assistance, sponsors not located within the State where a proposed site is located must take additional measures to ensure that the State agency is able to complete its monitoring duties.

At the discretion of the State agency, technical assistance may be provided to the sponsor by telephone or electronic communication. State agency staff must not be required to travel out of State in order to conduct sponsor reviews. Therefore, to facilitate State agency monitoring of multi-State sponsors, these sponsors must make requested materials available in the State where the sponsor's sites are located. Such materials must be sent in accordance with the form requested by the State agency, e.g., postal service, fax, email, etc.

### **Sites Located Outside the State Boundary**

State agencies may not approve sites that are not located within their geographic boundaries. Instead, sponsors must enter into an agreement with the SFSP State agency

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for each State where its sites are located. The Food and Nutrition Service (FNS) Instruction 794-5, *Agreements with Entities Which Operate Interstate Schools and Facilities*, requires that the administering agency in the State in which the site is located enter into an agreement with the sponsor. When a sponsor is located in one State and participates in a Child Nutrition Program, including the SFSP, in another State, a separate agreement must be entered into with the administering agencies in each State in which Program activities take place. Each State agency would then be responsible for monitoring the sites within its boundaries.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

**Original Signed**

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Child Nutrition Division